



*Greenwood County Treasurers Office*

9/01/2015

Greenwood County Council has appointed an Accommodations Tax Commission to solicit and review requests from non-profit organizations for funding of "tourism related expenditures" inside Greenwood County.

Enclosed are documents for the Accommodation Tax (ATax) funding for Fiscal Year 2016. Please make sure to answer **ALL** questions as an incomplete form will be returned and may result in applications not being considered.

- (1) Overview
- (2) Application Instructions
- (3) Application Cover Sheet
- (4) Application
- (5) Accountability Report(If awarded)

**Accountability report must have been turned in if you received funding in the prior year to be considered for funding this year.** Disbursement of funds will be made on request from non- profit organization. An Accountability Report will be required to turn in within 60 days of project completion or before July 25, 2016 whichever is sooner

Sincerely,

*Shealyn Barnes*

Staff Facilitator  
Greenwood County Accommodations Tax Commission

## Greenwood County Accommodations Tax Application

### Overview

By statute, non-profit organizations may request accommodations tax funding for tourism related expenditures. An expenditure must meet the following two tests:

- 1) The expenditure must be used to attract or provide for **tourists**.
- 2) The expenditure cannot be used for an item that would normally be provided by the county or municipality.

Criteria for defining “**Tourist**” as defined by the *SC Tourism Expenditure Review Committee Guideline*, October 1998:

*“Travel” and “Tourism” mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work. According to the SC Parks, Recreation & Tourism, the Travel Institute of America and other agencies, travel distance is generally defined as 50 miles. However, the SC Tourism Expenditure Review Committee considers any event that brings in tourists to a region and boosts the local economy”*

Organizations applying for funding must list any other Accommodations Tax Funding they have requested or received from other municipalities or counties for the same funding year.

#### The Five Project Categories

- 1) Advertising and Promotion to Tourism
- 2) Arts and Cultural Events
- 3) Facilities for Civic and Cultural Events
- 4) Tourist Transportation
- 5) Visitors Center

\*Greenwood is not a high concentration tourism area and is therefore disqualified for using these funds for added municipal services (fire or police), utilities or public facilities to serve tourist.

## **Greenwood County Accommodations Tax Application**

### Application Instructions

**PLEASE FILL IN ALL BLANKS AND ANSWER ALL QUESTIONS.** Incomplete applications will be returned and may result in applications not being considered for funding for FY16

- 1) Please fill out Application Cover Sheet. Please print neatly. Also, **please remember to check which project category you are applying for.**
- 2) Please answer **ALL** questions on a separate sheet of paper (**typed**).
- 3) Please keep Accountability Report, if awarded you will have to complete report and turn in within 60 days of completing project or by July 25th whichever is sooner. This will be mandatory if you want to apply in subsequent years.
- 4) Please submit 9 Copies to the Treasurer's office (Park Plaza 106) by September 18, 2015, 5:00pm in order to be considered for the next funding cycle.

Mailing Address:

**Greenwood County c/o Shealyn Barnes  
600 Monument Street, Suite P106  
Greenwood, South Carolina 29646**

**Please feel free to contact Shealyn Barnes at 942-8513 for any questions.**

## Greenwood County Accommodations Tax Application

### Application Cover Letter

Organization Name: \_\_\_\_\_

Name of Contact Person(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Agency Website: \_\_\_\_\_

Which Project Category are you applying for: (Please check category)

\_\_\_ Advertising and Promotion of Tourism      \_\_\_ Arts and Cultural Events

\_\_\_ Facilities for Civic and Cultural Events      \_\_\_ Tourist Transportation

\_\_\_ Visitors Centers

Project Time line: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

What is your requested amount? \_\_\_\_\_

What is your total budgeted project cost? \_\_\_\_\_

What is the amount of ATax monies you are receiving or have requested from other Municipalities? \_\_\_\_\_

Are you advertising outside a 50- mile radius? (Please circle answer) Yes/ No

How many people are expected to attend your event? \_\_\_\_\_

Of this number, how many are tourists? (Please see Overview for "tourist" definition) \_\_\_\_\_

## Greenwood County Accommodations Tax Application

### Application

**Questions: Please answer ALL of the following questions on a separate sheet of paper (typed).**

- 1) Describe you organization and its mission. (150 words or less).
- 2) State the benefit that this project will serve toward promoting tourism and Greenwood County.
- 3) What is the estimated economic impact from your event/project/or facility? How do you estimate your economic impact, what sources do you use? (Please give examples)
- 4) What advertising methods will you use in your project? Please tell us your plan to promote your event/project and/or facility?
- 5) Identify your target audience(s), including geographic, demographic and other relevant criteria? Why is this your target audience?
- 6) How did you determine your estimate on attendance? How do you keep track of your attendance and the number of tourists visiting the area?

As Requester of Accommodations Tax Revenues, I understand that if funding is approved and disbursed, I will be responsible for verification of expenditures to the Greenwood County Council upon request.

Signature of Event/Project Director

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Print Name

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Title

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Signature

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Date

**Greenwood County Accommodations Tax Application**

**Accountability Report**

**THIS MUST BE TURNED IN 60 DAYS AFTER EVENT OR BEFORE JULY 25, 2016, WHICHEVER IS SOONER**

**Project Information:**

**Organization Name:** \_\_\_\_\_

**Project/Event:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Project Completeness:**

**Were you able to complete the project/event as stated in your original application?**

**If no, state any problems you encountered:**

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**Project Attendance:**

**Project Cost:**

**Total Number in Attendance:** \_\_\_\_\_

**Total Project Cost (Actual):** \_\_\_\_\_

**Total Number in Tourists:** \_\_\_\_\_

**ATax Funds Expended:** \_\_\_\_\_

**Please describe the economic impact that your project/event had:**

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**Please send us the following:**

\_\_\_ **Copies of Cancelled Checks pertaining to the funds we gave you**

\_\_\_ **Advertisements**

\_\_\_ **3-4 Photographs of actual project event**

\_\_\_ **Your financial statements**